



SEWER CONNECTION SUBMITTAL REQUIREMENT CHECKLIST FOR NEW CONSTRUCTION PROJECTS

Initial as enclosed

- 1) _____ Accurate information for the applicant, owner, and project location and description have been provided in the fields on page two of this application.
- 2) _____ A Site Plan, Property Survey, or sketch depicting all sewer connection point(s) along with any relevant detail sketches have been enclosed.
- 3) _____ Municipal endorsement of the project (where applicable*) has been enclosed.
- 4) _____ Endorsement of project by local sewer authority (where applicable*) has been enclosed.
- 5) _____ The appropriate payment of the sewer connection fee as calculated in accordance with the attached Sewer Connection Fee Calculation Sheet or by PVSC. Payment shall be in the form of a check or money order made payable to **“Passaic Valley Sewerage Commission.”** Please write the project address in the check memo line.
- 6) _____ For those projects requiring a Treatment Works Approval (TWA) from the New Jersey Department of Environmental Protection, the following shall also be submitted:
 - _____ **Copy** of the Treatment Works Approval application (TWA-1)
 - _____ **Copy** of the Statements of Consent form (WQM-003)
 - _____ **Copy** of the Engineer’s Report (WQM-006)
 - _____ **Copy** of the Site, Utility, Profile and Detail Plans for all underground facilities

The Connection Application Package shall, at a minimum, consist of all of the above that are applicable to be considered complete and may be forwarded or dropped off (**BY APPOINTMENT ONLY**) to the address below. **PVSC APPROVAL WILL BE GRANTED ONLY UPON COMPLETION OF THE PVSC INSPECTION AND COMPLIANCE REVIEW PROCESS INCLUDING FULL PAYMENT (IF APPLICABLE) OF ANY AND ALL PVSC CONNECTION FEES.**



CONNECTIONS UNIT
PHONE: (973) 817-5706
FAX: (973) 466-2712

Passaic Valley Sewerage Commission
600 Wilson Avenue
Newark, NJ 07105
Attention: Andrew Caltagirone, Assistant Director
Inspection and Compliance Bureau

Submitted by: _____

* If you are submitting applications for multiple addresses and wish to pay with one check, this fee is only applied once.
** Calculated fee may be reduced due to credits for active existing buildings / uses. Contact Connections Unit for more information.



Passaic Valley Sewerage Commission

(signature)

(print name)

(date)

APPLICANT, OWNER, PROJECT INFORMATION

1.) APPLICANT: (THIS IS WHERE THE ENDORSEMENT WILL BE MAILED.)

NAME: _____ CONTACT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE #: _____ FAX #: _____ E-MAIL: _____

2.) PROPERTY OWNER OR AUTHORIZED AGENT (IF DIFFERENT FROM APPLICANT):

NAME: _____ CONTACT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE #: _____ FAX #: _____ E-MAIL: _____

3.) PROJECT/TENANT SPACE:

ADDRESS: _____

CITY: _____ STATE: NEW JERSEY ZIP: _____

BLOCK: _____ LOT: _____

DESCRIPTION: The project consists of _____

Submitted by: _____

* If you are submitting applications for multiple addresses and wish to pay with one check, this fee is only applied once.
** Calculated fee may be reduced due to credits for active existing buildings / uses. Contact Connections Unit for more information.



Passaic Valley Sewerage Commission

Form SCF-12
Revised: (01/01/12)

(signature)

(print name)

(date)

SEWER CONNECTION FEE CALCULATION SHEET

Connected Flow = sum of all daily flows from the connection as specified in N.J.A.C. 7:14A-23.3 "Projected Flow Criteria." For your convenience, we have excerpted below the types of establishments, measurement units and projected use in gallons per day (gpd) from N.J.A.C. 7:14A-23.3

A) FILL IN THE COLUMNS FOR THE CRITERIA THAT APPLY TO THIS APPLICATION:

Type of Establishment	Measurement Unit	# of Units	Gallons per Day (GPD)	GPD/Type
Residential Dwellings (Single family homes, duplex units, townhouses, condominiums, apartments)				
1-bedroom unit (Age Restricted/Standard)	Per Dwelling	_____	110 / 150	_____
2-bedroom unit (Age Restricted/Standard)	Per Dwelling	_____	170 / 225	_____
3-bedroom unit or larger (Age Restricted/Standard)	Per Dwelling	_____	225 / 300	_____
Transit Dwelling Units				
Hotels	Per Bedroom	_____	75	_____
Lodging houses and tourist homes	Per Bedroom	_____	60	_____
Motels and tourist cabins	Per Bedroom	_____	60	_____
Boarding Houses (maximum permitted occupancy)	Per Boarder	_____	50	_____
Camps				
Campground/mobile recreational vehicle/tent	Per Site	_____	100	_____
Parked mobile trailer site	Per Site	_____	200	_____
Children's camps	Per Bed	_____	50	_____
Labor camps	Per Bed	_____	40	_____
Day camps – no meals	Per Person	_____	15	_____
Restaurants (including washrooms and turnover)				
Average restaurant	Per Seat	_____	35	_____
Bar/cocktail lounges	Per Seat	_____	20	_____
Fast food restaurant	Per Seat	_____	15	_____
24-hour service restaurant	Per Seat	_____	50	_____
Curb service/drive-in restaurant	Per Car Space	_____	50	_____
Clubs				
Residential	Per Member	_____	75	_____
Non-residential	Per Member	_____	35	_____
Racquet club	Per Court Hour	_____	80	_____
Bathhouse with shower	Per Person	_____	25	_____
Bathhouse without shower	Per Person	_____	10	_____
Institutions (includes staff)				
Hospitals	Per Bed	_____	175	_____
Assisted Living	Per Bed	_____	100	_____
Hospitals	Per Bed	_____	75	_____
Other institutions	Per bed	_____	125	_____

* If you are submitting applications for multiple addresses and wish to pay with one check, this fee is only applied once.
** Calculated fee may be reduced due to credits for active existing buildings / uses. Contact Connections Unit for more information.



Passaic Valley Sewerage Commission

Form SCF-12
Revised: (01/01/12)

GPD Subtotal for Page: _____

Type of Establishment	Measurement Unit	# of Units	Gallons per Day (GPD)	GPD/Type
Schools (includes staff)				
No shower or cafeteria	Per Student	_____	10	_____
With cafeteria	Per Student	_____	15	_____
With cafeteria and showers	Per Student	_____	20	_____
With cafeteria, showers and laboratories	Per Student	_____	25	_____
Boarding	Per Student	_____	75	_____
Automobile Service Stations				
Service Stations	Per Filling Position	_____	125	_____
Service bays	Per Bay	_____	50	_____
Mini-market	Per square foot	_____	0.100	_____
Miscellaneous				
Office buildings (gross area)	Per square foot	_____	0.100	_____
Stores and shopping centers (gross area)	Per square foot	_____	0.100	_____
Factories/warehouses (add process wastewater (ww))	Per employee	_____	25	_____
Factories/warehouses w/ showers (add process ww)	Per employee	_____	40	_____
Process Wastewater (for Factories/warehouses) *	Gallons Per Day	_____	1	_____
Laundromats	Per machine	_____	580	_____
Bowling alleys	Per alley	_____	200	_____
Picnic parks (restrooms only)	Per person	_____	10	_____
Picnic parks with showers	Per person	_____	15	_____
Fairgrounds (based upon average attendance)	Per person	_____	5	_____
Assembly halls	Per seat	_____	3	_____
Airports (based on passenger use)	Per passenger	_____	3	_____
Churches (worship area only)	Per seat	_____	3	_____
Theater (indoor)	Per seat	_____	3	_____
Dinner theater	Per seat	_____	20	_____
Catering/banquet hall	Per person	_____	20	_____
Sports stadium	Per seat	_____	3	_____
Visitors center	Per visitor	_____	5	_____
Multi-member swimming pool	Per Person	_____	15	_____

B) Total Projected Flow in GPD as calculated from pages 3 and 4: _____ **GPD**

C) Total Projected Flow multiplied by the Rate (\$/GPD): **X** **\$2.54/GPD**

D) Line B multiplied by Line C equals Connected Flow Fee: **\$** _____

E) Plus the Administrative Fee (per application): **+** **\$250.00**

* If you are submitting applications for multiple addresses and wish to pay with one check, this fee is only applied once.
 ** Calculated fee may be reduced due to credits for active existing buildings / uses. Contact Connections Unit for more information.



Passaic Valley Sewerage Commission

Form SCF-12
Revised: (01/01/12)

F) Line D plus Line E yields the Total Connection Fee due: \$ _____

* If you are submitting applications for multiple addresses and wish to pay with one check, this fee is only applied once.

** Calculated fee may be reduced due to credits for active existing buildings / uses. Contact Connections Unit for more information.